

Foreign Language Department Meeting Minutes: 4/7/20

Meeting started at 1: 15 p.m.

Present:

Breckheimer, Debra; Barrio de Mendoza, María; Class, Alicia; Factor, Donna; Gard, Andrew; Moina, Andrés; Shan, David; Sotolongo, Carmen; Yoshida, Nina; Chakhchir, Zeina; Lopez, Mari; Pescatori, Rossella; Vardazaryan Arpine; Zhao, David; Andrade, Argelia.

Minutes By: Argelia Andrade

1. Reoccurring Topics:

a. SLOs (María)

- i. María reported that Humanities is at 100% SLO report completion for fall 2019.
- ii. The only courses that will be assessed (SLOs) are those that were fully online from the beginning of the term.

b. Curriculum (Debra, for Chelsea)

- i. Debra reminded us that course outlines that are being reviewed are due to Chelsea by 4/30 and that cursory reviews are acceptable. She said that people reviewing outlines have already been informed.
- ii. Debra also told us that, if anyone has reviewed outlines or new courses they want to propose in fall 2020, Chelsea needs to know by the end of week 9

2. Humanities Webpage (Debra):

a. Several links are going to be included on our Humanities website so we can help our students remotely:

- i. Writing Center Link
- ii. Learning Resource Center (LRC) Link
- iii. LRC tutoring information for Chinese, French, Japanese, and Spanish.
- iv. Counseling/Sabra Sabio Link

3. Evaluations (Debra, Scott, and María):

a. Evaluations have been postponed due to the current disruption to our teaching.

4. Remote Versus Online (Debra):

a. Debra wanted to clarify the terms “remote” vs. “online”, we are aware of the technical difference.

b. Remote:

- i. Definition: a class is no longer face-to-face class, temporarily.

- ii. It should apply to courses that do or did not have a Distance Education option approved in Course Outline of Record.
 - iii. Remote teaching does not require online certification.
 - c. Online:
 - i. Definition: The course is formally approved for Distance Education.
 - ii. Instructors teaching the course must be Distance Education certified.
 - d. The FL faculty had a discussion of online vs. remote. Donna and Andrés, as well as others, voiced that face-to-face (via whatever platform) is ideal for language courses so we can hear our students speak. There was a general discussion about meeting in person (online), having a set time to meet with students to hear them practice Spanish, etc.
 - e. Debra wanted to clarify that, for spring 2020, our courses are considered “remote” because many faculty are not DE approved.
 - f. Summer: Because all of our courses are DE approved, we will be offering all classes as online. Anyone who wishes to teach summer needs to get trained.
 - g. Fall: There is talk about the possibility of no face-to-face classes in fall 2020. So, Debra asked that, if you have not already done so, get DE certified.
- 5. Dual Enrollment Approvals (Debra and Scott):
 - a. Scott asked us what we wanted the process for dual enrollment approval to look like. The question is about classes where there is already an agreement established with a high school. This is for the students who are enrolled in HS and want to take our classes.
 - b. Andrés and María are both teaching summer and, since they already have a questionnaire and process they use, they will share this questionnaire and will suggest how we should do it.
 - c. Debra told us that she likes to have students think about whether or not they want to take the class in HS and have it affect their college credit. She also likes to address the question of whether or not HS students will be comfortable taking a class with adults.
 - d. Rosella told us that the Dual Enrollment form is online
 - e. Debra and María voiced that maturity is an important thing to focus on when interviewing the students.
- 6. The Bookstore/ Books (Debra)
 - a. The bookstore is working with some publishers so that students can get a digital text rather than a hard copy since we are uncertain of whether we will be back in the fall semester.
 - b. We were reminded to watch for an email from Char with a fillable textbook requisition form.

7. Credit By Exam (Debra)
 - a. There was a general discussion regarding this process while working online.
 - b. All languages agreed that they would not do credit by exam for now.
8. OPEN DISCUSSION
 - a. Debra: Do not go to campus please. The staff needs to clean when you go. The President and VPs have asked us not to go.
 - b. Debra: The P/NP option will be discussed soon by the Academic Senate. Debra reminded us that it will be the student, not the instructor, who will select that option.
 - c. Debra and Scott: If we have missing in action students, we are asked to fill the form sent by Scott today so he can update the student list.
 - d. Personal updates were shared by Adrew and Alicia. Others also shared.
 - e. We are also asked to wait until May 15th to drop missing in action students so as to not affect their financial aid.

Meeting adjourned at 2:15 p.m.